# GROUP ROOM RESERVATION AGREEMENT

**Organization:**

**Contact:** Rita Hannah

**Address:** NMRFAM

**Phone:** 608.262.3173

**Fax:**

**Email:** rhannah@wisc.edu

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### ROOM TYPE | RATE | 8.23 | 8.24 | 8.25 | 8.26
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Two Queen Bed Guest Strd | $90.00—Sun | $90.00—Mon | $90.00—Tue | Two guests
King Bed Guest Strd | $70.00—Sun | $70.00—Mon | $70.00—Tue | Single
Parking | $16.00 PN | 10 | 10 | 10

Rooms total

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Check-in time for all rooms is 3:00 pm and check-out time is 11:00 AM

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**ARRIVAL** Sunday, August 23\(^{\text{rd}}\), 2015

**DEPARTURE** Wednesday, August 26\(^{\text{th}}\), 2015

**GROUP Name** NMRFAM

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### METHOD OF RESERVATIONS

Department to provide a rooming list and final payment no later than August 3\(^{\text{rd}}\), 2015. If rooming list is not received by the requested date, the hotel has the right to release rooms within the block.

### CUT OFF DEADLINE

Reservations must be received by the morning of August 3\(^{\text{rd}}\), 2015. After this date, reservations will be accepted on a space and rate availability basis.

### RESERVATIONS

Requests
Every attempt will be made to accommodate special requests for room types and location; however, due to the arrival and departure patterns not all requests may be fulfilled.

### TERMS OF PAYMENT

**Posting Instructions**
Room charges routed to Master Bill—

**Billing Instructions**
Payment to be supplied by Department by July 24\(^{\text{th}}\), 2015—

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### SPECIAL INSTRUCTIONS

Please let me know if parking should also be routed to your Master Bill

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### TERMS AND CONDITIONS

**Deposit**
N/A

**Guaranteed Reservation**
Department credit card

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### CANCELLATION POLICY

Individual cancellations must be received by 3:00pm day prior of arrival to avoid penalty. Failure to do so will result in a no-show charge equal to the room-charge(s) listed above. We reserve the right to adjust the number of rooms blocked for this group based on reservations made and/or changing market circumstances.

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### CONTRACT TERMS

Please note these room rates are per room, per night, and are subject to applicable taxes. Signing and returning this contract will confirm the above arrangements on a definite basis. The individuals signing the contract are responsible for monitoring their own group block and the hotel’s inventory. Additional room requests can be fulfilled when possible, but are not guaranteed. Please note that due to the volume of requests for these rooms, please return this confirmation no later than 6/15/2015. We at the Wisconsin Union Hotel are looking forward to being of service to you. If you have any questions concerning these details, please feel free to contact me.

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Eric Moshea
Front Office Manager
608.263.2600

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Client Signature
Date